Bruhat Bengaluru Mahanagar Palike
Office of Zonal Commissioner South Zone
Office Address and Phone Numbers

TENDER SCHEDULE

SHORT TERM E-TENDER NOTIFICATION FOR PRINTING OF DRAFT E-KHATA, COVERING LETTER AND ENVELOPES FOR SOUTH ZONE OF THE BBMP

Date of publishing Tender Document	16-01-2025
Pre- Bid meeting	22-01-2025 (03.00 pm)
Last date for uploading the Tenders	27-01-2025 (05.00 pm)
Date and time of opening of Technical Bids	29-01-2025 (05.30 pm)
Date and time of opening of Financial Bids of the technically qualified bidders	31-01-2025 (10.00 am)
Place of opening of bids	OFFICE OF THE ZONAL COMMISSIONER South ZONE, BBMP
Address , Phone & Email for communication	Joint Commissioner South zone, Mob No 9448834667 &EE (P-S) 9008894289 eeprojectsouth@gmail.com

ADDRESS FOR COMMUNICATION

Zonal Commissioner South Zone, BBMP

Address: Zonal Commissioner Office
9th Main, 9th Cross, Jayangara 2nd Block
Bangalore-560 011.

Phone & Email of Office : Mob No 9448834667 &
EE (P-S) 9008894289
eeprojectsouth@gmail.com

TENDER DOCUMENT FOR THE

PRINTING OF

Draft e-Khatas With Covering Letter & Envelopes for South Zone of the BBMP

OFFICE OF ZONAL COMMISSIONER SOUTH ZONE

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1. Background

Bruhat Bengaluru Mahanagar Palike has about 23 Lakh Properties or Khatas which were hitherto maintained in manual registers in 64 ARO offices and every citizen had to physically approach these ARO offices for all Khata related services.

Shri D K Shivakumar, Hon'ble Deputy Chief Minister and Bengaluru Development Incharge Minister through his vision and leadership called upon the BBMP to scan and digitize all the existing 23 Lakh Khatas or Property Records and switch to a digital system. As per his vision all the 23 Lakh properties have been digitized and released ONLINE @ https://BBMPeAasthi.karnataka.gov.in wherein the citizen can download their Draft eKhatas and fill up ONLINE additional information of (i) Owner Aadhaar Number (ii) Property Tax SAS (fetches property tax data electronically from the Property Tax System) (iii) Sale/Registered Deed Number of the Property (fetched electronically from the Sub-Registrar KAVERI software) (iv) BESCOM Ac ID (optional for vacant plots) (v) Property's Photograph; and on-the-fly generate FINAL eKhata in case the submitted information matches with the existing and digitized BBMP records of the Property. In case of missing information or information mismatch, the case is referred to the ARO for examination and decision. The number of e-Khatas for South Zone are about 2,60,000 and this tender is for the printing of the Draft e-Khatas, Covering Letter (two pages – printed in colour back to back on a single page) and an envelope with printing as per design to be given by the BBMP.

The Contactless, Faceless & ONLINE system is live since 1.10.2024 and about 1.5 Lakh citizens have submitted their information online and about 1.4 Lakh have been issued FINAL e-Khata. Daily almost 5000 citizen applications are coming and need to be disposed. It is expected that in coming days the receipt of applications will increase manifold as BBMP is taking up eKhata issuance drive.

As a part of the drive, it has been decided to ZONE wise print

2,60,000 Draft e-Khatas, the Covering Letter and the Envelopes and in a campaign mode go house-to-house and deliver the e-Khatas at the door step of the citizens.

2. Scope of work

(i) The work tendered herein comprises the following –

a. Ward Wise Printing of the Draft eKhata which are approximately 2.60 lakh in number in South Zone and each eKhata will have a Covering Letter from Hon'ble Deputy Chief Minister plus an Envelope to place the printed eKhata and the Covering Letter.
b. The printing of eKhatas shall be Ward Wise and within a ward, it shall be street wise and alphabetical on A4 80 GSM papers. The ready to print PDF file will be given by the BBMP. The printing of eKhata shall be black and white. The total pages to be printed is No of eKhatas x 2 (as each ekhata runs into two pages) and each eKhata will be on a single piece of paper and printed back-to-back.
c. The printing of the letter addressed from the Hon'ble Deputy Chief Minister, Government of Karnataka to each Citizen who is the Khatedar. The PDF of the letter will be provided by BBMP. The letter shall be printed in colour and back-to-back printing on single piece of paper – one side Kannada and the other side English.
d. White Envelopes of not less than 4 inch x 10 inch size of 90GSM Paper with such design to be printed as will be shared by the BBMP. The number of envelopes shall be equal to the number of eKhata printed.
e. Deliver the printed pages to the concerned Zonal Offices in the BBMP.
f. The relevant ward wise PDF files which can be used to print the pages shall be made available by the Office of Zonal Commissioner South Zone in softcopy in Harddisk/pen-drive.
g. The bidder shall print them ward wise and street wise as per PDF given to him.
h. The total number of pages to be printed are summed up as below –
    i. eKhata printing = No of eKhatas = 2.60 lakhs Each ekhata runs into two pages but black & white printing shall be on a single page but back-to-back on a single paper. The PDF shall be provided by the BBMP for bulk printing.
    ii. Covering Letter of Hon'ble Deputy Chief Minister equal to number of eKhatas printed and each letter will be printed in colour and run into two pages but printed back-to-back on a single paper. The PDF shall be provided by the BBMP.
    iii. White Envelopes equal to number of eKhatas printed, not less than 4 inch x 10 inch size of 90GSM Paper and with printing design given by the BBMP.

(ii) The Bidders shall have to participate for all the items of work indicated in Clause (i).

(iii) The successful bidder shall collect on a suitable media the PDF versions of the files to be printed as per this Scope of Work from the Office of the Zonal Commissioner South Zone.

(iv) The successful bidder shall complete the work in time and deliver the full workorder quantity within 7-days of placing the workorder.

(v) The Successful Bidder should have the required infrastructure as per the eligibility conditions. The Tender Inviting Authority or its authorized agent may conduct physical verification of the Printing unit.

(vi) Before starting supply and printing, the Successful Bidder will have the sample(s) approved from the appropriate BBMP authorities.

(vii) The Successful Bidder has to coordinate with the Office of Zonal Commissioner South Zone during execution of the work as per the tender. And ensure dispatch of materials as per the schedule submitted.

3. Time schedule

The time schedule for completion of the printing shall be as follows –

(i) Giving of the sample prints – within one day of placement of workorder

(ii) Completion of the full printing as per quantity in the workorder = 7 days from the date of issuance of the workorder.

4. Deliverables

As per Scope of Work

5. Pre-qualification criteria

5.01 Time is the essence of this contract and bidders must ensure that they possess adequate infrastructure and capabilities before submitting their bids. Bidders should be able to handle printing of at least 5 Lakh pages of A4 size per day.

5.02 Bidder, shall satisfy the experience criteria as detailed below.

(a) Bidder must be a registered company or a partnership firm or proprietary firm active and functional for at least 5 years and has an office in Bengaluru City. The proof of being such an entity shall be submitted in the form of Certificate of Incorporation or Certificate as Partnership Firm under relevant law or proof of being a proprietary Firm.

(b) Bidders shall have at least three years' experience

(2021-22, 2022-23 and 2023-24) in printing business.

(c) Bidders shall have a minimum annual turnover of Rs 50 Lakhs (Rupees Fifty Lakhs only) from the printing work on average in the last 3-financial years and shall provide copies of annual accounts audited along with GSRT1 & GSRT3B returns for each of the financial years, duly certified by a practicing Chartered Accountant. The Bidder shall also shall submit VAT/GST registration certificate issued by the Competent authority / Department of Commercial Taxes, Government of Karnataka as documentary evidence.

(d) The Bidder should have successfully executed and delivered a similar printing work of value not less than Rs 25 Lakhs in any of the three preceding financial years (including 2024-25) in Karnataka. The certificate of successful completion from the purchaser or authorized signatory of the purchaser must be furnished.

(e) Any bidder whose project or work has been terminated in the last 5-years for failure to deliver the Scope of Work shall not be eligible to participate in this tender. In this regard the bidder shall submit a self-certificate duly certifying that no such termination has happened to the bidder in the last 5-years.

5.03 All bidders shall submit a certificate issued by the organization(s) for which they have carried out such work, certifying that work carried out was satisfactory. Such certificates shall be in the letter head of the organization(s) and shall be signed by an authorized signatory.

5.04 The bidder should not have been black-listed and period of black-listing continuing at present by any government department or authority or agency.

6. Availability of Tender Document and Mode of Tendering

6.01 Tender documents may be downloaded from Government of Karnataka
e- Procurement website and bids submitted therein – https://kppp.karnataka.gov.in

6.02 **Tender Processing Fee:** Each bidder shall pay tender processing fee, as mentioned in the e-Procurement portal, through any of the following 4 e- Payment options only:

1. Credit Card
2. Direct Debit
3. National Electronic Funds Transfer (NEFT) [Challan to be generated through e-Procurement System prior to

payment]

4. Over the Counter (OTC) – designated ICICI bank branches located across the country [Challan to be generated through e-Procurement System prior to payment]

Details regarding e-Payment, may be seen at e-Procurement website https://kppp.karnataka.gov.in)

6.03 Tenders must be electronically submitted (on-line through internet) within the last date and time published in e-procurement portal. Technical bids of the Tenders will be opened after prescribed time and date in the e-Procurement portal, in the presence of the Tenderers who would be present at the Office of the Zonal Commissioner South Zone at address mentioned above. Tenderers who do not meet the prequalification criteria prescribed under clause-5 will be treated as technically non responsive and, hence, they will not be considered for the award of contract. The financial bid of such technically nonresponsive tenderers will not be opened/processed.

6.04 The bid shall be encrypted using the Digital Signature Certificate of the bidder prior to the submission of bid. The bidder is strongly advised to ensure the browser compatibility of desktop / laptop well in advance to the actual bid submission date and time. The Centre for e-Governance will not be responsible for non-accessibility of e-Procurement pages due to internet connectivity used by the bidder and for technical glitches in the desktop / laptop used by the bidder

7. Terms and conditions of the tender

7.01 The Tender comprises two cover bid system

a) Technical Bid containing details of information as in Annexure-I & supporting documents.

b) Financial (Commercial) Bid containing only rates quoted through electronic tender in e-procurement portal only (refer Annexure-II of the tender document for details). The tax/levy components should be shown separately in the bid

7.02 The Original documents as required in this tender should be scanned and up- loaded. The bidder should ensure that the scanned and uploaded documents are complete and legible. Duly signed hard copies of relevant documents shall also be brought and submitted in a sealed envelope prescribed – 'Tender for printing of BBMP eKhata" on the **date of opening of Technical bids** ONLY to the Office of the Zonal

Commissioner South Zone.

7.03 Earnest Money Deposit (EMD) shall be Rs. 1,00,000/- (Rupees One Lakh only) only and shall be paid through any of the following 4 e-Payment options only:

1. Credit Card
2. Direct Debit
3. National Electronic Funds Transfer (NEFT) [Challan to be generated through e-Procurement System prior to payment]
4. Over the Counter (OTC) – designated ICICI bank branches located across the country [Challan to be generated through e-Procurement System prior to payment]

And the bidders shall ensure the credit of Earnest Money Deposit in the respective bank account of e-Procurement on or before the last date for submission of tender.

7.04 In respect of the successful bidder, the EMD shall be refunded only after the receipt of security deposit payable as per clause 7.12 below. The EMD of unsuccessful bidders will be refunded after placing orders on the successful bidder.

7.05 The Zonal Commissioner or his nominee reserves the right to inspect the unit of the bidder(s) for ascertaining the infrastructure available with the bidder.

7.06 Submitted tenders shall remain valid for a period of three months from the date of submission of tenders. Bidders shall not be entitled to revoke or cancel their bids within three months. Any bidder revoking the submitted bid shall be disqualified from participating in any similar tender of the ZONAL COMMISSIONER SOUTH ZONE for a period of five years from the date of submission of the bid.

7.07 No revision of rates shall be allowed after the tenders are opened. The approved/accepted rates shall be initially valid for a period of 1-Year from the date of the communication conveying the acceptance of bid to the Contractor.

7.08 The ZONAL COMMISSIONER SOUTH ZONE shall have the right to reject any bid found to be incomplete and/or conditional and shall have the right to accept / accept with modification or reject any or all of the tenders, wholly or partially without assigning any reason thereof and shall not be bound to accept the lowest tender.

7.09 Bidders or any of their servants or agents participating in

the tender process shall represent, warrant and covenant that they have given no commitments, payments, gifts, kickbacks, lavish or expensive entertainment, or other things of value to any official in connection with this contract and shall acknowledge that giving of any such payments, gifts, entertainment, or other things of value is strictly in violation of accepted norms of ethics and may result in disqualification of their bids and/or cancellation of the contract.

7.10 Every bidder shall unconditionally accept the conditions contained in this tender. Since the bids are submitted through e-procurement portal, it is construed that the bidder has read all the conditions and has accepted them in to.

7.11 The bidder, whose tender may be accepted, shall hereinafter be called the "Contractor" which term shall include his heirs, executors, administrators and assignees.

7.12 The Contractor shall pay a security deposit 5% of Total Contract Value within two days of acceptance of the bid by means of a bank guarantee issued by any nationalized bank valid for a period of 6-months from the date of acceptance of the bid.

7.13 The security deposit so collected shall be refunded to the Contractor three months after the successful completion of the contract and accepted by the ZONAL COMMISSIONER SOUTH ZONE in accordance with clause 7.32 below, after adjusting any sum payable or becoming payable by the Contractor to the BBMP under this contract.

7.14 The contract agreement with the bidders will be executed by the Zonal Commissioner SOUTH Zone. The work orders for printing work shall be issued by the Zonal Commissioner SOUTH Zone and payments shall also be made by the Zonal Commissioner SOUTH Zone after the successful completion of work by the bidder with the time period of 10 days or within supplicated time (not exceeding 30 days). In case the Contractor fails to execute an agreement within the stipulated time, the EMD deposited by the bidder shall be forfeited and the Zonal Commissioner SOUTH Zone has the reserved rights to award the contract to any other bidder.

7.15 The Contractor shall appoint a suitable person for each of the districts as liaison officer who shall liaise with the Zonal Commissioner/Joint Commissioner of the district concerned and the contact details of such person shall be provided to the ZONAL COMMISSIONER SOUTH ZONE.

7.16 Save in case of a sole proprietorship, any change in the

constitution of the Contractor firm shall be duly intimated to the ZONAL COMMISSIONER SOUTH ZONE within fifteen days of such change.

7.17 The Contractor shall deploy infrastructure in terms of heavy duty printers, power back up- DG set of adequate capacity and skilled man power for the timely completion of the contract as per the given time schedule.

7.18 Deployment of competent human resources is very critical. The Contractor shall deploy qualified and experienced personnel for the timely completion of the job.

7.19 The time allowed for carrying out the work shall be as prescribed, during which period the Contractor shall carry out the work with due diligence. No extension of time would be given under any circumstance. No compensation shall be allowed for any delay caused in starting of the work on account of any natural calamities.

7.20 The Contractor shall abide by all the Labour Laws applicable to him like Minimum Wages Act, Workman's Compensation Act etc., . He shall indemnify the Zonal Commissioner South Zone in respect of claims of damages or compensation payable in consequence of any accident or injury sustained by any person employed by him.

7.21 The Contractor shall plan the work in a manner so as to achieve a maximum output per day, and may, if necessary, enhance the resources deployed. The Contractor shall work under the overall supervision and guidance of the ZONAL COMMISSIONER SOUTH ZONE and shall provide free access to them for inspection and supervision and to ascertain the progress achieved in the work.

7.22 The ZONAL COMMISSIONER SOUTH ZONE may alter or add to the original scope of work, specifications, processes, workflow checks and instructions as may be necessary. More specifically the number of pages may be varied by 25%. The Contractor shall carry out the work in accordance with any such instructions and such alteration or addition shall not invalidate the contract. Any additional work that the Contractor may be directed to do in the manner above specified as part of the work shall be carried out by the contractor on the same conditions as agreed and at the same accepted rates.

7.23 If at any time during the execution of the contract the ZONAL COMMISSIONER SOUTH ZONE, for any reason whatsoever, other than default on the part of the Contractor for which the ZONAL COMMISSIONER SOUTH ZONE is entitled to rescind the contract, desires that the whole or any part of the

work specified in the contract should be suspended for any period or that the whole or any part of the work should not be carried out at all, he shall give a notice in writing to the Contractor to that effect and upon the receipt of such notice the Contractor shall forthwith suspend or stop the work wholly or in part as required therein. The Contractor shall have no claim to any payment or compensation whatsoever by reason of or in pursuance of any notice as aforesaid on account of any suspension, stoppage or curtailment in work.

7.24 The ZONAL COMMISSIONER SOUTH ZONE may by notice in writing rescind the contract and the security deposit of the Contractor shall thereupon be forfeited and be absolutely at the disposal of the BBMP if

(i) the Contractor assigns or sublets or attempts to assign or sublet the work to any other organization; or

(ii) the Contractor during the subsistence of the contract, becomes insolvent or commences any proceedings to get himself adjudicated an insolvent; or

(iii) the Contractor makes any composition with his creditors or attempt to do so; or

(iii) the Contractor or any of his servants or agents offer any bribe, gratuity or gift in any manner relating to his selection or continuation; or

7.25 In case the Contractor fails to complete the work or any part thereof within the contract period, or in case the work is not in accordance with the prescribed specification and/or approved guidelines/processes, the ZONAL COMMISSIONER SOUTH ZONE shall take any one or more of the following steps.

(a) Rescind or cancel the contract with liability of the contractor as per this Tender and no amount payable for the unfinished work.
(b) Recover from the Contractor as liquidated damages a sum equivalent to 10 percent of the value of the unfinished work.
(c) Get the incomplete portion of the work completed through any other agency at the risk and cost of the Contractor. In such an event, the Contractor shall be liable to make good any additional expenditure that the ZONAL COMMISSIONER SOUTH ZONE may incur by reason of a higher price whatsoever.
(d) May Levy penalty at the rate of Rs.10,000/-(ten thousand) for every day of delay in the completion of the work. Provided in case of delay beyond 10 days from the deadline fixed to supply in the Work Order, the contract

shall be liable to be terminated with no liability of the BBMP except actual quantities already supplied which are found to be satisfactory.

7.26 The rates quoted by the Contractor shall be inclusive of all costs including all taxes and levies applicable at the time of submitting the bid. The rates quoted shall be valid for the entire duration of the contract. It is binding on the Contractor to execute the job entrusted to him by the ZONAL COMMISSIONER SOUTH ZONE at the rate accepted. No price escalation shall be allowed on any account, except in cases where there has been any increase in taxes and levies, in which case the incremental tax and/or levy shall be reimbursed upon submission of proof for actually having paid additional taxes or levies. In case of any decrease in taxes or levies, the Contractor shall pass on the benefit of such decrease to the BBMP. While quoting rates in the financial bid (Anx-II) the tax component shall be shown separately. For evaluation of bids only the basic rate (excluding the tax /GST component) will be considered. The lowest quoted bidder (L1) will be decided based on the rate quoted for printing of A4 pages in the Financial bid.

Important: The lowest quoted bidder (L1) will be decided based on the rate quoted for printing and supply in the Financial bid.

7.27 The Contractor shall strictly adhere to the processes, work-flow checks and instructions as laid down by the ZONAL COMMISSIONER SOUTH ZONE or other authorized persons in order to ensure accurate printing.

7.28 The Contractor shall print hardcopy from the PDF files collected from the Office of the ZONAL COMMISSIONER SOUTH ZONE. The Contractor shall give an undertaking to the ZONAL COMMISSIONER SOUTH ZONE stating that hard copies are printed from PDF version provided to him.

7.29 The Contractor is responsible for ensuring secrecy and security of the all data made available to him and the same shall not be passed on to any persons/agencies/organizations but shall be returned to the ZONAL COMMISSIONER SOUTH ZONE safely without retaining copy of the same. Contractor who violates data security shall be liable for criminal prosecution under law and also for permanent disqualification in participation of BBMP tenders .The contractor is required to sign a non disclosure agreement with ZONAL COMMISSIONER SOUTH ZONE.

7.30 All materials used and created during the course of the contract shall be the property of the ZONAL COMMISSIONER SOUTH ZONE.

7.31 If, at any time during the continuance of this contract, the performance in whole or in part by either party of any obligation under this contract be prevented or delayed by reason of any event of the following nature –

(a) Any war or hostility;
(b) Acts of public enemy, civil commotion, sabotage, explosions;
(c) Effects of flood, epidemics, quarantine restrictions, freight embargoes; (d) General Strikes, Bundhs;
(e) Acts of God.

Neither party shall, by reason of such event be entitled to terminate this contract, nor shall any party have any claim to damages against the other in respect of such non-performance or delay in performance, provided that a notice of happening of any such event is given by either party to the other within seven days from the date of occurrence of such event.

No advance whatsoever shall be paid to the Contractor under any circumstances. The admissible amount of the contract shall be paid by the DEO concerned after satisfying himself/herself that the contractor has completed the work in accordance with the tender conditions and has delivered all the deliverables in full .

7.32 In case of any dispute, the decision of the Chief Commissioner, BBMP shall be binding on the Contractor. Appeal over such decision of the Chief Commissioner BBMP shall lie with the Additional Chief Secretarty, Urban Department, Government of Karnataka at Bangalore.

7.33 Court jurisdiction of litigation is limited to Bengaluru.

Zonal Commissioner South Zone

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Annexure - I
General particulars

1	Name & address of the Bidder	:	
2	Constitution of the Bidder (Whether a company, partnership firm or a proprietary concern – attach copy)	:	
3	(a).Date of establishment of the bidder fir m (b).Date of establishment of the Office/Branch Office of the	:	
4	Name and address of the Managing Director / Partners / Proprietor as the case may be	:	
5	GST No. assigned by the department of Commercial Taxes, Government of Karnataka and Date of GST Registration/issue of registration certificate. [upload relevant		
6	PAN no./ GIR no. [upload relevant support	:	
7	Contact details Telephone No. Fax No. Mobile Email	:	
8	Annual Turnover during the last three years (upload audited Balance Sheets for the last three financial years)	:	2021 – 22 : 2022 – 23 : 2023 – 24 :
9	Copies of the Income Tax Returns filed for the three immediately preceding Financial years. i.e., for the	:	
10	Details of the EMD as required under	:	Total Amount paid :

	clause 7.04	:	Mode of Payment :
		:	
11	Details of work executed as required under clauses 5.02 and 5.03 [to be uploaded in e-	:	
12	Certificate as required under clause 5 to be uploaded in e-Procurement	:	

We confirm & certify that –

(1) Adequate infrastructure in terms of computer hardware, heavy duty printers, etc., is available for the timely completion of the job as per the given time schedule;

(2) Adequate qualified and competent personnel is available or the timely completion of the contract, if awarded and that the stipulation in clause shall be adhered to; and

(3) All labour Laws applicable to us like Minimum Wages Act, Workman's Compensation Act etc., shall be scrupulously followed.

(4) **The bidder's no contract has been terminated in the last 5-years for failure to deliver the Scope of Work by any Government or Government Agency or Govt Authority or Govt Organization/PSU**.

(5) **The bidder has not been blacklisted by any Government or Government Agency or Govt Authority or Govt Organization/PSU which is subsisting as on this day of bid submission.**

Date :
Place : Signature and seal of the bidder

Annexure - II

Commercial bid (to be filled up on eProcurement Portal)

S. No	Item	Description[$]	Quantity (pages)	Unit Price[%]	Price Bid [%]
1	2	3	4	5	6 = 4 x 5
1	eKhata Printing	Black & White two side printing on each A4 80 GSM Paper	2,60,000	<Quote>	<Quote>
2	Printing of Covering Letter of Hon'ble Deputy Chief Minister	Colour printing on A4 80 GSM Paper - two side printing on each page	2,60,000	<Quote>	<Quote>
3	White Envelopes to put eKhata & Covering Letter not less than 4inch x 10 inch in size and 90 GSM paper with printing as per description	Colour printing on each Envelope as per design that BBMP will give.	2,60,000	<Quote>	<Quote>
TOTAL PRICE BID (sum of all three rows under column 6) =					————

the payment shall be as per actual print pages & envelopes delivered
$ Sample PDF shall be made available seeing which the bid shall be made.
% Inclusive of all taxes and duties.

Date :
Place : Signature
and seal of the bidder